

TOWN OF BERLIN
Department of Public Works
240 Kensington Road • Berlin, CT 06037
Office (860) 828-7022 • Fax (860) 828-7180

REQUEST FOR PROPOSALS FOR:
Construction Equipment Rental

RFP NUMBER: 2016-19

RFP OPENING DATE: January 8, 2016

RFP OPENING TIME: 11:00AM

RFP OPENING PLACE: Berlin Town Hall, Room 8, Town Engineer

.....

The Town of Berlin is seeking bids for the establishment of hourly rates for various pieces of construction excavation and trucking equipment. This equipment will be used to assist the Town's Highway Department for work related to road reconstruction to be performed throughout the 2016 construction season through December 31, 2016.

Sealed bids will be accepted at the office of the Town Engineer, Berlin Town Hall - Room 8, 240 Kensington Road, Berlin, CT 06037 until, but no later than 11:00 A.M., Friday, January 8, 2016, at which time they will be publicly opened, read and recorded. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

Specifications and bid proposal documents for the proposed contract are available on the Town's website, www.town.berlin.ct.us, under "Bid and RFP Information," or from the Purchasing office, Berlin Town Hall Room 3C, 240 Kensington Rd, Berlin, CT 06037 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town of Berlin is an Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to apply. The Town reserves the right to amend or terminate this Request for Proposals, reject all proposals, waive any informalities, and award the contract to the proposer that is deemed to be in the best interests of the Town.

Adam Tulin
Purchasing Agent

TOWN OF BERLIN, CONNECTICUT
STANDARD INSTRUCTIONS TO PROPOSERS

Construction Equipment Rental

BID #2016-19

The Town of Berlin is requesting your proposal for supplying, at a daily rate, the following personnel and equipment for performing work related to road reconstruction:

- a) Excavator, hydraulic, 2 yard, with operator
- b) Excavator, hydraulic, 3/4 yard, with operator
- c) Backhoe/Loader, rubber tired, with operator
- d) Dozer (D4 type or equivalent), with operator
- e) Dump Truck, 6 wheel, medium weight, with driver/laborer
- f) Tri-axle Dump Truck, medium weight, with driver/laborer
- g) Compressor, 125 cfm, with jackhammer and related accessories, with operator/laborer
- h) Laborer
- i) Superintendent

The above stated personnel and equipment shall be used by the Town for work related to road reconstruction to be performed during the 2016 construction season, a period beginning on or about January 20, 2016 to December 31, 2016. Work will be assigned by the Berlin Highway Superintendent, and may be assisted by or performed jointly with Berlin Highway Department Personnel. Personnel provided should be competent to perform assigned tasks, and equipment should be in excellent operating condition. Prices quoted shall include all costs related to the personnel and equipment provided. A four (4) hour minimum will be paid for labor and equipment ordered. After the first four hours, payment shall be made for the hours that the men and equipment are on the job and are working, as ordered. No haulage, mobilization, demobilization, over the road time, or "down" time shall be paid for under the terms of the contract.

Prior to commencing work, all suppliers of personnel and equipment shall be required to be licensed by the Town of Berlin, Public Works Department, and must maintain any necessary licenses with the State of Connecticut. The selected suppliers must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally all selected suppliers must file Certificates of Insurance with the Town, naming the Town as an additional insured.

- a) Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.

- b) Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.
- c) Professional Liability with limits not less than \$1,000,000.
- d) Umbrella Liability of not less than \$1,000,000.
- e) Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

Your proposal should be submitted in a sealed envelope marked "**BID #2016-19 Construction Equipment Rental**" to the office of the Town Engineer, Berlin Town Hall, 240 Kensington Road, Berlin, CT 06037, no later than 11:00 A.M., Friday, January 8, 2016. You may elect to quote on any or all of the above items, and to offer substitutions. However, the Town of Berlin reserves the right to reject any or all proposals (or parts thereof), to award the work to more than one bidder, and to waive minor irregularities in the bidding, if deemed to be in the best interest of the Town. The Proposal Form is attached.

Questions concerning the specifications, process and procedures applicable to this RFP are to be submitted in writing (including e-mail or fax) and directed only to Adam Tulin, Purchasing Agent (Email: atulin@town.berlin.ct.us Fax: (860)828-8628). Proposers are prohibited from contacting any other Town employee, officer, or official concerning this RFP. The Town will answer all written questions by issuing one or more addenda, at least four calendar days prior to the RFP Opening Date. Each proposer is responsible for checking the Town's website to determine if any addenda have been issued.

Key Dates:

RFP Advertised	12/18/2015
Questions Due from Vendors	1/4/2016
RFP Opening Date	1/8/2016
Contract Execution Date	01/20/2016

TOWN OF BERLIN, CONNECTICUT

PROPOSAL FORM

Construction Equipment Rental

BID # 2016-19

To be received at the office of the Town Engineer - Room 8, 240 Kensington Road, Berlin, CT no later than 11:00 A.M., Friday, January 8, 2016 in a sealed envelope marked "**BID #2016-19 Construction Equipment Rental**".

Equipment and Personnel	Proposed Rate 1
Excavator, hydraulic, 2 yard, with operator	
Excavator, hydraulic, 3/4 yard, with operator	
Backhoe/Loader, rubber tired, with operator	
Dozer (D4 type or equivalent), with operator	
Dump Truck, 6 wheel, medium weight, with driver/laborer	
Tri-axle Dump Truck, medium weight, with driver/laborer	
Compressor, 125 cfm, with jackhammer and related accessories, with operator/laborer	
Laborer	
Superintendent	

*Note: Mobilization and de-mobilization charges shall be included in all proposal rates quoted above.

Date

Signature

Printed Name, Title

Company Name

Address

Telephone

E-mail address